

Milestones Review and Feedback

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Name]

Subject: Review of Detailed Milestones

Introduction

Dear [Subcontractor Name],

We appreciate your ongoing efforts on the [Project Name]. Below is our review of the detailed milestones and feedback to ensure alignment with the project timeline.

Milestone Summary

Milestone	Due Date	Status	Comments
[Milestone 1]	[Due Date]	[Status]	[Comments]
[Milestone 2]	[Due Date]	[Status]	[Comments]

General Feedback

[Provide detailed feedback on the milestones reviewed, including any areas for improvement, concerns, or acknowledgments of good work.]

Next Steps

We kindly ask you to address the feedback by [insert timeline]. Let's ensure we remain on target for project completion.

Conclusion

Thank you for your attention to these matters. We look forward to your response and continued collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]